Inspection and Maintenance Checklist
Vegetated Swale

Property Address: _____ Property Owner: _____

Treatment Measure No.: _____ Date of Inspection: _____ Type of Inspection: ❑ Storm ❑ Monthly ❑ Quarterly ❑ Annual

Inspector(s): _____

Defect	**Conditions When Maintenance Is Needed**	**Maintenance Needed? (Y/N)**	**Comments** (If needed maintenance was not conducted, note when it will be done; or comment on any work that was done.)	**Results Expected When Maintenance Is Performed**
Sediment Accumulation on Vegetation	Sediment depth exceeds 2 inches.			Sediment deposits on vegetated treatment area of the swale removed. When finished, swale should be level from side to side and drain freely toward outlet. There should be no areas of standing water once inflow has ceased.
Standing Water	When water stands in the swale between storms and does not drain freely (does not drain within 72 hours)			There should be no areas of standing water once inflow has ceased. Any of the following may apply: sediment or trash blockages removed, improved grade from head to foot of swale, removed clogged check dams, added underdrains or converted to a wet swale.
Flow spreader (if any)	Flow spreader uneven or clogged so that flows are not uniformly distributed through entire swale width.			Spreader leveled and cleaned so that flows are spread evenly over entire swale width.
Constant Base flow	When small quantities of water continually flow through the swale, even when it has been dry for weeks, and an eroded, muddy channel has formed in the swale bottom.			No eroded, muddy channel on the bottom. A low-flow pea-gravel drain may be added the length of the swale.
Poor Vegetation Coverage	When planted vegetation is sparse or bare or eroded patches occur in more than 10% of the swale bottom.			Vegetation coverage in more than 90% of the swale bottom. Determine why growth of planted vegetation is poor and correct that condition. Re-plant with plugs of vegetation from the upper slope: plant in the swale bottom at 8-inch intervals, or re-seed into loosened, fertile soil.

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Vegetation	When the planted vegetation becomes excessively tall; when nuisance weeds and other vegetation start to take over.			Vegetation mowed per specifications or maintenance plan, or nuisance vegetation removed so that flow is not impeded. Vegetation should never be mowed lower than the design flow depth. Remove clippings from the swale and dispose appropriately.
Excessive Shading	Growth of planted vegetation is poor because sunlight does not reach swale.			Healthy growth of planted vegetation. If possible, trim back over-hanging limbs and remove brushy vegetation on adjacent slopes.
Inlet/Outlet	Inlet/outlet areas clogged with sediment and/or debris.			Material removed so that there is no clogging or blockage in the inlet and outlet areas.
Trash and Debris Accumulation	Trash and debris accumulated in the swale.			Trash and debris removed from swale.
Erosion/ Scouring	Eroded or scoured swale bottom due to flow channelization, or higher flows.			No erosion or scouring in swale bottom. For ruts or bare areas less than 12 inches wide, repair the damaged area by filling with crushed gravel. If bare areas are large, generally greater than 12 inches wide, the swale should be re-graded and re-seeded. For smaller bare areas, overseed when bare spots are evident, or take plugs of grass from the upper slope and plant in the swale bottom at 8-inch intervals.
Irrigation	Swale plants are dying because of improper irrigation.			Proper irrigation flow and timing to provide adequate, but not excessive, water to swale plants.
Vector Control	Conditions within swale provide mosquito breeding habitat.			Potential vectors abated by filling holes in the ground in and around the swale and by insuring that there are no areas where water stands longer than 72 hours following a storm.